

Special Panel

ORD-516-79

MEMORANDUM FOR: ORD Career Service Panel

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -
[redacted], GS-06 to GS-07

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1. This memorandum requests that the Special Panel recommend favorably to ORD's Career Service Panel the promotion of [redacted] from GS-06 to GS-07.

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2. [redacted] now serves as Senior Secretary to the Analytical Methodology Research Division (AMRD). She has served in that capacity since the relatively abrupt departure of all of AMRD's experienced secretaries. During this time, she has trained two junior secretaries who were totally new to the Agency, the Government, and to secretarial employment. She has managed this secretarial force, and, through her efforts, they have largely kept up with the demands of the Division.

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3. [redacted] is an ORD veteran and provides valuable continuity with previous Life Science activities. As a junior secretary she effectively "broke in" several generations of senior secretaries above her. This background has served her in good stead. She has been able to make the transition from junior to senior secretary in an amazingly short time. This is all the more remarkable because she has a novice pair of junior secretaries, and more remarkable still because AMRD has the heaviest load of professionals per secretary in all of ORD. (Note that AMR's staff is amplified by six to eight detailees from other components, and by a half dozen TV professionals under personal services contract.)

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4. In summary, [redacted] is doing a fine job; is deserving of a promotion; and I have every expectation that she will continue her advancement in the Central Intelligence Agency.

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[redacted]
C/AMR/ORD

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APPROVED FOR THE ORD/CAREER SERVICE PANEL

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7 MAY 1979

Date

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C/AMRD/ORD/ [redacted]

(6 Apr 1979)

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